



## Department of State Foreign National Student Intern Program

### Political and Economic Section – Political, Economic and Commercial Analyst Internships (unpaid)

#### Application Closing Date:

- October 23, 2020 for internships during summer 2021 (May to August) and fall 2021 (September to December).

The United States Consulate General in Montreal is offering **two** internships for students in the Political and Economic Section **to support the Political/Economic and Foreign Commercial Services teams in analyzing Quebec political, economic and commercial issues**. This is an **unpaid internship** for a minimum of 10 weeks in length. Weekly work schedules are flexible, but a minimum of 20 hours a week is required. Full time, 35 hours a week, is preferable. Preference is given to the students who obtain credits for the internship.

#### Duties of the position:

- Provides research and analysis on **U.S.-Canada issues and Quebec political and economic developments**, with an emphasis on the Montreal region. Drafts reports and briefing memos for officials in the Consulate, Embassy and Washington on topics of interest and based on a reporting plan;
- Helps draft remarks and provides logistical support for consulate events and official visits.
- Other duties as assigned by the Political/Economic Specialist.
- Conducting trade-related market research and preparing reports for U.S. companies;
- Drafting replies to trade inquiries;
- Promoting and recruiting exhibitors or delegations for trade events;
- Making business appointments for U.S. companies seeking strategic alliances in Canada;
- Other duties as assigned by the Commercial Officer or Specialists.

#### Qualifications Required:

Studies: Political Science, economics, communication, journalism, business, international affairs, social sciences, humanities, or related areas. Studies in other fields will also be considered on a case by case basis.

Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.

Knowledge: Applicants must possess good knowledge of **provincial and local history, politics, the bilateral trade relationship, and issues and their impact on policymaking between the United States and Canada.**

Language: Level IV (fluent) speaking/writing/reading **English and French** is required.

Skills/Abilities: Research skills; written and verbal communication skills; organizational skills; interpersonal skills; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility and a sense of humor.

Additional Selection Criteria:

- Applicant must be at least 18 years of age at the time of the appointment;
- Applicant must be in good academic standing at the current educational institute and;
- Applicant must also pass a medical exam and a U.S. non-sensitive security clearance and possess their own medical insurance;
- Non-Canadian or permanent residents must possess a valid working permit at the time of their application.
- American citizens are not eligible to apply for this internship. American students who are interested in internships should apply to the program found at <http://canada.usembassy.gov/about-us/human-resources/internships.html>

To Apply:

- Completed [Application Form](#);
- [Statement of Interest](#) outlining objectives/motivations seeking an internship. The statement must address with concrete examples the qualification requirements and **must address the candidate's knowledge of Quebec and U.S. ties**;
- One letter of recommendation from the educational institution supporting participation in the internship program;
- If non-Canadian, copies of valid work permit or other valid document issued by Citizenship and Immigration Canada, which provides proof of legal status in Canada to undertake an unpaid internship.

Please submit all documents by e-mail to:

[mtlhrintern@state.gov](mailto:mtlhrintern@state.gov)

\*Incomplete applications will not be considered.

**\*Application documents can be found online at**  
**<https://ca.usembassy.gov/embassy-consulates/jobs/internships-for-canadian-citizens/>**